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MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Basic Intelligence Course

1. This is in response to your memorandum of 27 April 1953 asking for comments and suggestions concerning the composition and content of the Basic Intelligence Course which is to be conducted by the Office of Training.

2. As a general suggestion, we recommend that the Administrative Support outline be integrated with the DD/P outline to provide better balance to the course and give the student a better understanding of the inter-relationship between the operating functions and administrative support functions.

3. The general subject matter which the Comptroller's Office desires to have included in the Basic Intelligence Course is as follows:

a. Principles of Budget and Finance Management in an Intelligence Organization (See TAB A)

It is suggested that this material be presented by means of a 1 1/2 hour lecture and a 1/2 hour open discussion.

b. Financial Methods and Techniques Used in the Support of Clandestine Intelligence Activities (See TAB B)

It is suggested that this material be integrated with other similar material and presented as "Operational Support Methods and Techniques."

c. Financial Administration at Overseas Installations

This would include a review of basic financial procedures and practices involving preparation of vouchers and accountings, obligation reports, salary

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and allowances, leave, travel, etc. (A course on this subject is already being conducted by a representative of the Comptroller's Office as part of the Administrative Course which is given under the auspices of the Office of Training.)

4. The attached outlines are in draft form, but we would be pleased to work with your office and/or the Office of Training in the further development of this material and its integration into the over-all outline decided upon for the Basic Intelligence Course.

5. Since the Agency is supposed to operate on a "need to know basis", it is the opinion of the undersigned that such an all inclusive course of instruction should be limited only to those who are required to have knowledge of covert operations. Since this Agency has quite a turnover in personnel it won't be long before many people outside of the Agency will have a general knowledge of the exact functions performed and many of the methods used by the Agency.

E. R. SAUNDERS
Comptroller

Attachments -

Tab A
Tab B

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